



Receiving Classified Documents

Keep the following in mind if you expect to receive a classified document.

RECEIVING THE PACKAGE

- Remind the person sending you a classified package to verify your **classified** mailing address in the Safeguards and Security Information Management System (SSIMS).
- Post the list of people who can receive classified mail near the classified mail stop.
- If you expect a delivery of classified matter and you do not receive it, contact the sender to verify it was sent. Also, contact the Mailroom Classified Team at 665-4333 or 665-6478.
- If the Mail Room receives an improperly addressed package intended for you and they believe it could be classified, they will call you and request that you report to the SM-30 Warehouse to open and examine the package there. To avoid this inconvenience, it is essential that mail be addressed to the correct LANL classified mailing address and the appropriate classified mail stop.



Remind the sender to verify your classified mailing address by checking the Safeguard and Security Information Management System (SSIMS).

EXAMINE THE PACKAGE

- The package must be examined for evidence of tampering and improper markings.
- The classified contents must be checked against the receipt (if provided).
- Evidence of tampering must be maintained and reported to the Security Inquiry Team (SIT) at 665-3505. If the matter was received through FedEx, FedEx must be notified.
- Discrepancies between the contents of a package and the receipt must be reported immediately to the sender. Be sure **not** to divulge classified information via unclassified means.
- If the shipment is in order and includes a receipt, the receipt must be signed and returned to the sender. A copy of the receipt must be kept on file.

Contacts:

Classified Matter Protection & Control (CMPC) Team, cmpec@lanl.gov

Mailroom Classified Team, 665-4333 or 665-6478.

Security Inquiry Team (SIT), 665-3505

Security Help Desk, 5-2002